



Colorado Air National Guard  
Active Guard Reserve (AGR)  
Position Announcement #  
**COANG 14-307**



<http://co.ng.mil/jobs/default.aspx>

<b>POSITION TITLE:</b> <b>Recruiting Office Supervisor</b>	<b>AFSC:</b> 8R000	<b>OPEN DATE:</b> <b>10 Jan 2014</b>	<b>CLOSE DATE:</b> <b>9 Feb 2014</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 140th Force Support Squadron Buckley Air Force Base, Aurora, CO 80011		<b>GRADE REQUIREMENT:</b> <b>Minimum: E6 (Immediately promotable to E-7)</b> <b>Maximum: E7</b>	
<b>SELECTING SUPERVISOR:</b> Maj Malona Cavanaugh DSN: 847-9590/Comm: 720-847-9590	<b>VACANCY</b> Position #: 340715186 Hire Date: 1 Mar 2014	<b>AFSC REQUIREMENTS (IAW AFECDA/AFODC):</b> PULHES – 111321/ X Factor – G ASVAB – General -- 24	

**AREAS OF CONSIDERATION**

Open to **Current Members of the Colorado Air National Guard** and **Nationwide Applicants (All members eligible for membership in the COANG)**

**\*Must hold 8R000 AFSC to Qualify\***

*\*All applicants MUST meet the grade requirement and physical/medical requirements outlined\**

**SPECIAL NOTE**

All applicants should be aware that the Colorado National Guard does not permit smoking in the work place. Smoking is permitted only in designated areas during scheduled breaks. Acceptance of an AGR position will cause termination from Selected Reserve Incentive Programs.

**DUTIES AND RESPONSIBILITIES**

- Organizes and performs in the ROS position per ANG CJQS 8R000-001
- Perform production recruiter duties. Conduct non-prior service recruiting program
- Schedule leave, and determine performance requirements, and provide performance appraisals for assigned production recruiters
- Counsel other assigned recruiters on problem areas, offer solutions, recommend corrective or referral action as necessary
- Be responsible for office administration, scheduling recruiter activities, and management of recruiting and advertising funds
- Manage, coordinate, and exercise supervision and the operation of the area recruiting office to include training, and guidance of other assigned recruiters
- Develop area recruiting operations plan to include production standards, objectives, activities, advertising, and financial planning
- Serve as On-The-Job trainer, maintain training records using 8R000 job qualification standards
- Conduct classes of instruction and refresher training of other assigned recruiters
- Serve as primary contact to Recruiting and Retention Superintendent concerning all area recruiting activities
- Coordinate with the RRS, Recruiting Office Manager and/or the Force Support (manning) to determine upcoming vacancies
- Route all issues requiring Air National Guard involvement through the Recruiting and Retention Superintendent
- Inform the Recruiting and Retention Superintendent on all recruiting and personnel force management issues and concerns
- Ensure recruiting efforts are focused on established recruiting production standards to meet state/unit strength requirements
- Ensure all Production Recruiters utilize the Air Force Recruiting Information Support System to its full capabilities
- Ensure all Production Recruiters are knowledgeable with current computer software applications
- Develop publicity programs using media such as direct mail, press, radio, and television presentations
- Responsible for managing and coordinating recruiting events. Present orientations to civic, social, educational organizations
- Responsible for interviewing, screening, testing and evaluating applicants from civilian sources to achieve recruiting goals
- Make oral and film presentations to high school and college classes to establish contact with prospects
- Maintain informational records to enable follow-up contacts with prospective enlistees
- Conduct community relations programs. Assist and participate in special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials and sporting events
- Participate in community activities such as fund-raising drives, blood donor drives and patriotic holidays
- Perform additional duties as assigned

## INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Secret (eligible to obtain)**
- **Must possess SDI 8R000 and attend and successfully complete the ANG Recruiting Office Supervisor School**
- Minimum of two years experience in either production recruiting or combination of recruiting and retention (8R000)
- No history of emotional instability, personality disorder, or other unresolved mental health problems
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse
- Must maintain a valid state driver's license and able to operate a government motor vehicle (GMV) IAW AFI 24-301, *Vehicle Operations*
- Prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory
- Must attain/maintain training standards and task certifications according to specific duty position JQS and IAW AFRSI 36-2201, *Air Force Recruiting Service (AFRS) Training Program*
- No record of disciplinary action for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air Force*, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*, or documented failures to exercise sound leadership principles with respect to morale or welfare of subordinates

## PREFERRED QUALIFICATIONS

- Knowledge of the organization, mission, policies, and history of the Air National Guard is mandatory
- Appearance must project a favorable image of the Air National Guard
- Compliance with AFI 36-2903 and Air Force Fitness standards are mandatory
- Must be able to speak clearly and distinctly
- Must be willing to work long or irregular hours to include weekends, as required
- Must be knowledgeable with officer selection programs IAW ANGI 36-2005
- Ability to type at least twenty-five (25) words per minute is desirable

## INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	SrA (E4) or below, must possess an awarded 3 or higher skill level in the AFSC. SSgt (E5) or higher must possess an awarded 5 or higher skill level in the AFSC. Supervisory positions may, at the discretion of the selecting official, require a 7-skill level in the required AFSC.	Any further questions regarding the AGR program may be answered in ANGI 36-101

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the location below. Complete applications must be received **no later than 1600 or postmarked on or before the closing date.** US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 or DMA 121 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.**

**Incomplete packages will not be considered for the position vacancy**

1. NGB Form 34-1 for Non-AGR's ([http://www.ngbpdc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm))
2. DMA 121 for **Current COANG AGR's** (please email TSgt Lisa Shoup for this form)
3. CURRENT Records Review RIP (available on vMPF via AF Portal)
4. **CURRENT** and **PASSING** Report of Individual Fitness (from Air Force Fitness Management Systems -AFFMS)
5. Last 5 Enlisted Performance Evaluations (If applicable)
6. Resume
7. Full Length Color Photo (Any uniform combination)
8. 2 Letters of Recommendation
9. TriMetrix Assessment (For link and passcode, please email SMSgt Garcia at [sebastien.garcia@ang.af.mil](mailto:sebastien.garcia@ang.af.mil))

**\*\*SUBMIT NO STAPLES/NO BINDINGS\*\***

### QUESTIONS?

You may call 720-847-9304/DSN 847-9304 or email at [lisa.shoup@ang.af.mil](mailto:lisa.shoup@ang.af.mil)

#### **MAIL APPLICATIONS TO:**

140 FSS/FSMP, Attn: TSgt Lisa M. Shoup  
18860 E. Breckenridge Ave., Stop 65  
Buckley AFB, CO 80011

#### **DROP APPLICATIONS OFF AT:**

Building 801, Room N-224

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

#### **THE COLORADO NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.